

Appendix H

QAC Member Responsibilities

The Associate Director for Plant Operations through the HMPTS Committee Chairperson has established the LLNL HMPTS Quality Assurance Committee (QAC), which is composed of line personnel from each Division/Section of the Committee. The HMPTS Chairperson requires QAC members to spend a minimum of two days per month performing QA activities in their respective Divisions/Sections and report such activities in writing to the QA/CMO Office monthly.

QAC Members are appointed to the committee by the HMPTS Chairperson upon recommendation of the CMO and with the agreement of the appropriate Division/Section Head. The responsibilities of a QAC member shall be as follows:

- Participate in independent assessments conducted by the CMO as LLNL HMPTS certified auditors.
- Serve as the liaison between the QAC and the Division/Section Head in all quality assurance matters.
- Assist Division/Section management in implementing, maintaining, and revising quality assurance documentation as appropriate.
- Maintain a current list of all SQAP's within their Division/Section.
- Coordinate Division/Section-wide QA training when appropriate.
- Call special meetings of Division/Section personnel whenever critical quality assurance issues are in need of resolution.
- Implement programs sponsored by the QAC and CMO, like the LLNL QA poster program.
- Inform the CMO of critical or major problems associated with quality assurance, the conduct of operations, and the other DOE Orders for which the CMO has independent assessment responsibilities as assigned in QAP
- Assist Division/Section Heads in communicating QA concerns down through the line management to the Group Leader level.